



## Arizona Department of Education

### Assessment Section

<http://www.ade.az.gov/standards>

# AIMS UPDATE FOR TEST COORDINATORS

Superintendent Tom Horne

August 2005

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## PREPARING FOR FALL 2005 AIMS HS ADMINISTRATION

It is recommend that recipients of the AIMS Update communicate the information to superintendents, charter representatives, principals, school test coordinators, teachers, special education directors, curriculum directors, counselors, assistant principals, students, and parents.

### TESTING CALENDAR FOR FALL 2005

<b>August 3-26, 2005</b>	Online Ordering of Test Materials
<b>August 3 and 19, 2005</b>	Online Enrollment Training Demos
<b>August 15, 2005</b>	Test Coordinator Info. Sheet Due
<b>August 15, 2005</b>	Request to Test on Alternate Dates Due
<b>August 31, 2005</b>	Last Day to Register for Mandatory Fall AIMS HS Pre-Test Workshop
<b>August 31, 2005</b>	Pre-ID Label Data extracted from SAIS
<b>Sept. 19, 2005</b>	AIMS HS Fall Pre-Test Workshop – Phoenix
<b>Sept. 20, 2005</b>	AIMS HS Fall Pre-Test Workshop – Flagstaff
<b>Sept. 22, 2005</b>	AIMS HS Fall Pre-Test Workshop – Tucson
<b>October 3, 2005</b>	H.S. Roster Reports to Arrive
<b>October 4-6, 2005</b>	Testing Materials Due to Arrive
<b>October 4-24, 2005</b>	AIMS HS – Short-Add Window
<b>October 25, 2005</b>	AIMS HS - WRITING
<b>October 26, 2005</b>	AIMS HS - READING
<b>October 27, 2005</b>	AIMS HS – MATHEMATICS
<b>Nov. 4-10, 2005</b>	Test Material Return Window
<b>Dec. 13-15, 2005</b>	Test Reports Due to Arrive

### ONLINE ENROLLMENT TRAINING LETTERS

CTB/ McGraw-Hill sent out two letters to all school districts/charter operators on July 18, 2005. One letter included specific information and instructions regarding online enrollment (including login information), and the second contained available online enrollment training demos (to take place on August 3 and August 19 at 11:00 AM and 1:00 PM MST). Please refer to the letter for more specific information and further instructions. The training demo sessions will take place via CTB's website at [www.ctb.com/az](http://www.ctb.com/az). Also located at this site is the *User Guide*. Click on "Downloads" for a preview.

If you have not yet received your online enrollment letter from CTB, please contact the CTB Arizona Help Desk at (888) 630-9145 or [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com).

### ONLINE ORDERING OF TEST MATERIALS

August 3-26, 2005 districts/charter operators will be able to use the CTB Online Enrollment System to confirm Test Coordinator contact information and to place orders for test materials. There will be three separate test books, one each for Writing, Reading, and Mathematics. It will be necessary to input the **total number of students** testing for each content area for each cohort. Do not enter total student enrollment for each school but rather enter the actual number of students expected to test.

The number of students testing should be based upon the number of students who have not yet "Met the Standard" plus the number of proficient students who have signed-up to retest. Students who have "Met the Standard" should be counseled to consider re-testing in order to "Exceed the Standard." **Students who intend to re-test in order to "Exceed the Standard" must sign-up to do so prior to the ordering of materials.**

An excessive amount of test materials were returned to the testing company unused last year. If this continues during future test administrations, ADE may consider establishing an excessive materials charge for districts and charter operators who routinely over order. Please order only the quantity of materials you need for the number of students testing based upon the number of students yet to "meet the standard" and the number of students who have signed-up to retest to "exceed the standard." Schools are not obligated to retest proficient students who did not sign-up to retest.

## **REGISTRATION FOR PRE-TEST WORKSHOPS FOR FALL AIMS HS ADMINISTRATION**

Every district and charter operator serving students in cohorts 2007, 2006, and 2005 and below (generally grades 11 and 12) must send the designated district or charter operator test coordinator to one of the fall pre-test workshops. Registration for and attendance at the pre-test workshops is limited to the designated district or charter operator test coordinator and one additional representative. These workshops utilize the train the trainer model. District and charter operator test coordinators are responsible for training school and site test coordinators within their respective district or charter.

Registration for these workshops is now available online at [www.ade.az.gov](http://www.ade.az.gov). Click on the calendar link in the lower right-hand corner of the homepage and choose your desired date on the calendar registration application. **Registrations must be completed by August 31, 2005.** The workshops will be held in Phoenix (09/19), Flagstaff (09/20), and Tucson (09/22). The Phoenix location offers morning and afternoon workshops with the remaining locations offering afternoon workshops. Registration for the AM workshop will begin at 8:30, and the workshop will end at 12:00 noon. Registration for the PM workshops will begin at 12:30, and the workshops will end at 4:00 PM.

## **GENERAL INFORMATION ABOUT TESTING FOR 2005-06**

### ***Test Coordinator Information Sheet***

In an effort to improve communication between ADE and test coordinators and CTB and test coordinators, all districts and charter operators are asked to submit a test coordinator information sheet (see last page of this *AIMS Update*) to ADE by **August 15, 2005**. Thank you to those who have already submitted this information sheet.

### ***Pre-ID Student Bar Code Labels***

This year all pre-id student bar code labels will be generated automatically using data in SAIS. It is extremely important that SAIS data submissions are timely and accurate. Student bar code labels for the Fall 2005 administration of AIMS HS will be generated based on data that is in SAIS on **August 31, 2005**.

### ***Re-rostered AIMS Test Results***

For the first time ever, schools will be provided with re-rostered AIMS test results. Schools will now be able to have test results for students who are currently enrolled but were in a different school last spring during testing.

AIMS HS results will be re-rostered based on SAIS enrollment as of **September 7, 2005** with re-rostered paper reports delivered to districts and charter operators by **October 3, 2005**. Districts and charter operators will have the opportunity to purchase re-rostered results in electronic form.

## **RECENT CHANGES TO A.R.S. 15-701.01**

### ***Students with IEPs and Section 504 Plans***

Newly adopted legislation amended ARS Section 15-701.01 as it relates to the graduation requirements of students with IEPs or 504 Plans. According to this amendment, students with IEPs or 504 Plans shall not be required to achieve passing scores on competency tests in order to graduate from high school unless a passing score on a competency test is specifically required in a specific academic area by the student's IEP or 504 Plan.

### ***AIMS Augmentation***

Recent amendments to ARS Section 15-701.01 allow students graduating in 2006 or 2007 to apply grades in some high school classes towards AIMS HS scores. The State Board of Education is still working out the details of this plan. The AIMS Augmentation Plan is due to be approved by the Board by September 1, 2005.

### ***Reciprocity***

Also by September 1 the State Board of Education will (pursuant to recent legislation) develop rules for the application of reciprocity between Arizona and other states as it applies to high school competency exams.

## **REQUESTS TO TEST ON ALTERNATE DATES**

Districts and Charter Operators with high schools which will not be in session during the October 25-27, 2005 test administration must request permission to administer the Fall 2005 AIMS HS on the alternate test dates of November 1, 2, and 3. Such a request must be on official letterhead signed by the District Superintendent or Charter Representative of the district / charter operator and be accompanied by the district's / charter's official calendar for the 2005-2006 school year. The request must be mailed or faxed by **August 15, 2005** to

Irene Hunting  
Director of State Test Administration  
Arizona Dept. of Education  
1535 W Jefferson St. Bin 6  
Phoenix AZ 85007

## **TEST COORDINATOR WEB PAGE**

The Test Coordinator Information page located at [www.ade.az.gov/standards/aims/administering](http://www.ade.az.gov/standards/aims/administering) is an information repository regarding the administration of the AIMS tests. The AIMS ALERTS!, AIMS Updates, and the Testing Calendars are posted at this location in addition to copies of critical documents (such as the AIMS Blueprints and Scale Score Table). Additional downloadable copies of both administration and test interpretation guides are available on this page. Please feel free to make specific suggestions regarding the content of this web page including any additional information which may be helpful to test coordinators.

## **HOME SCHOOL STUDENTS, PRIVATE SCHOOL STUDENTS, AND AIMS TESTING**

Home school students may take the AIMS tests at any Arizona public school. Private schools may administer the AIMS tests to their students. However, private school students, whose school does not offer the AIMS tests, may test at any Arizona public school.

A district school is required to accommodate the request of a home school student or a private school student to participate in AIMS testing if the student lives within the school's attendance area. Use the following guidelines.

- If the request to test is made before testing materials have been ordered, the school must order sufficient test materials to accommodate all of the enrolled students who are to test and all of the home school students and private school students who have requested to test.
- If the request to test is made after testing materials have been ordered, the school is to accommodate the request only after it has been determined that sufficient test materials exist for the enrolled students.
- Home school students and private school students may test in the same testing rooms, at the same time, and with the same test administrators as the public school students.
- District schools are not obligated to seek out home school students or private school students who live within their attendance area.

A district school is not required to accommodate the request of a home school student or a private school student to participate in AIMS testing if the student does not live within the school's attendance area.

A charter school is not required to accommodate the request of a home school student or a private school student to participate in AIMS testing.

## **UPDATE ON THE NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS 2006 TESTING**

The National Assessment of Educational Progress (NAEP) will conduct a variety of assessment activities in Arizona beginning in October. The 12<sup>th</sup> Grade Participation and Engagement Study will include a small sample of high schools in fall and spring assessment activities. The dates for these assessments will not conflict with the AIMS schedule for high schools. Fall testing will take place between October 10<sup>th</sup> and November 18<sup>th</sup>.

Other assessments that will be conducted between January and March include 4<sup>th</sup>, 8<sup>th</sup>, and 12<sup>th</sup> grade pilot tests in Mathematics, Reading, and Writing, and National assessments in U.S. History and Civics. Economics will be assessed at grade 12 only.

Please note that only a small number of schools will be utilized to represent performance in these content areas.

State NAEP Director, Dr. Cindy Ziker (602)542-1653, will inform schools of their selection in August and September. Your cooperation is greatly appreciated.

The 2004 Long Term Trend Study was released in July and is available at <http://nces.ed.gov/nationsreportcard>. The 2005 NAEP results will be released in October. Thank you for your participation in these important assessments!

### **CONTACT INFORMATION**

#### **Accountability Division**

Ruth Solomon, Associate Superintendent  
Sharon Hendrickson, Administrative Assistant  
Telephone: 602-364-1955

#### **Assessment Section**

Telephone: (602) 542-5031  
Fax: (602) 542-5467  
<http://www.ade.az.gov/standards>

Roberta Alley, Deputy Associate Superintendent of Assessment  
Telephone: (602) 364-1164  
Email: [roberta.alley@azed.gov](mailto:roberta.alley@azed.gov)

#### **To add your name to Test Coordinators Email list:**

Daniel Barbara  
Email: [daniel.barbara@azed.gov](mailto:daniel.barbara@azed.gov)

#### **AIMS Test Administration Questions:**

Daniel Barbara, Coordinator of State Test Administration  
Telephone: (602) 542-5345  
Email: [daniel.barbara@azed.gov](mailto:daniel.barbara@azed.gov)

Irene Hunting, Director of State Test Administration  
Telephone: (602) 542-5450  
Email: [irene.hunting@azed.gov](mailto:irene.hunting@azed.gov)

#### **CTB/McGraw-Hill:**

Arizona Help Desk  
Telephone: (888) 630-9145  
FAX: (888) 282-0266  
Email: [ArizonaHelpDesk@ctb.com](mailto:ArizonaHelpDesk@ctb.com)

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Lindy Desmond, Program Office Coordinator  
Telephone: (800) 538-9547 ext 6272  
Email: [lindy\\_desmond@ctb.com](mailto:lindy_desmond@ctb.com)

## Test Coordinator Information Sheet

### School Year 2005-06

State Board of Education Rule R7-2-310 allows the superintendent or head of district to designate a test coordinator to act on his/her behalf. If no test coordinator is designated, then the superintendent or head of district will serve as the test coordinator.

To aid in effective communication between the Arizona Department of Education and test coordinators for districts and charter operators, please complete the following information. Fax or mail to the Assessment Section of ADE by **Monday, August 15, 2005**

Name of District or Charter Operator:

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Name of Superintendent or Charter Representative:

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Name of District/Charter Operator Test Coordinator:

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Mailing address:

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Shipping address for test materials (no PO Boxes):

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Phone number(s) for Test Coordinator:

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E-mail address(es) for Test Coordinator:

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Submit to: Arizona Department of Education  
Assessment Section  
1535 W. Jefferson St, Bin 6  
Phoenix, AZ 85007

FAX: 602.542.5467

Due Date: **August 15, 2005**